

California Housing Finance Agency Job Opportunity

Housing Finance Assistant (Rental)

Final File Date	Salary Range	\$3538-4300
Division Homeownership Division, Special Programs Unit		
Tenure & Time base Number of Positions Questions? Cuestions? Contact Lisa Bixler at 916-322-1948 or lbixler@calhfa.ca.gov. California Relay Telephone Service for the Deaf of Hearing Impaired: fror TDD phones: 800-735-292, from voice phones 800-735-292. Who Should Apply Cualified candidates must have eligibility for State employment either by bein a reachable rank on an employment list for this classification. Please state you eligibility for this vacancy in Section 12 of your application SROA/Surplus/Reemployment status application. Bubmit a standard State application form (resume may be attached) to: Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website a www.spb.ca.gov or by contacting Call+FA. Please specify that you ar interested in position #112 on your application. Duties Duties This is a first journey level position where the incumbent performs technical and analytical work of average difficulty and limited authority under the general supervision of the Housing Finance Officer and lead of the Housing Finance Specialist. The incumbent performs the following duties: Essential Functions: 50% Performs the underwriting, compliance review and approval for purchase of single family mortgage loans for the following programs of the Housing Finance Officer and lead of the Housing Finance Officer and lead of the Housing Finance Officer and lead of the School Facility Fe Down Payment Assistance Program (CHAP), High Cost Area Housing Assistance Program (HRAP), Letra Credit Teacher Hom Purchase Program (ECTP), Homeownership I responsible for all decisions on loan approvals, purchase approach of the Housing Finance Speciality of the Housing Finance Special Programs. Als assists with the mortioning and servicing for the SFF program and the various down payment assistance programs currently bein offered. Upon reque		Homeownership Division, Special Programs Unit
Number of Positions	Specific Location	12 th & L Streets, Downtown Sacramento
Contact Lisa Bixler at 916-322-1948 or ibixler@calhfa.ca.gov. California Relay Telephone Service for the Deaf of Hearing Impaired: fror TDD phones: 800-735-2929, from voice phones 800-735-2922. Who Should Apply California Relay Telephone Service for the Deaf of Hearing Impaired: fror TDD phones: 800-735-2929, from voice phones 800-735-2922. Qualified candidates must have eligibility for State employment either by bein a reachable rank on an employment list for this classification. Please state you eligibility for this vacancy in Section 12 of your application SROA/Surplus/Reemployment status applicants should attach proof of this status to the application. Bubmit a standard State application form (resume may be attached) to: Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website a www.spb.ca.gov or by contacting Call+FA. Please specify that you ar interested in position #112 on your application. Duties This is a first journey level position where the incumbent performs technica and analytical work of average difficulty and limited authority under the genera supervision of the Housing Finance Officer and lead of the Housing Finance Specialist. The incumbent performs the following duties: Essential Functions: 50% Performs the underwriting, compliance review and approval for purchase Assistance Program (CHAP), High Cost Area Hom Purchase Assistance Program (CHAP), High Cost Area Hom Purchase Assistance Program (CHAP), High Cost Area Hom Purchase Program (HIRAP), Extra Credit Teacher Hom Purchase Program (HIRAP), Extra Credit Teacher Hom Purchase Program (HIRAP), Extra Credit Teacher Hom Purchase Program (ECTP), HomeChoice and the School Facility Fe Down Payment Assistance Program (SFP). Additionally, incumbent i responsible for all decisions on loan approvals, purchase approvals suspensions and/or rejections subject to the final approving and the various down payment assistance program servently bein of liegal	Tenure & Time base	Permanent & Full-time
California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735-2922, from voice phones 800-735-2922, from voice phones 800-735-2922. Who Should Apply Calified candidates must have eligibility for State employment either by bein in a reachable rank on an employment list for this classification. Please state you eligibility for this vacancy in Section 12 of your application SROA/Surplus/Reemployment status applicants should attach proof of this status to the application. How to Apply Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website a www.spb.ca.gov or by contacting CaliHFA. Please specify that you are interested in position #112 on your application. Dutties Duties Duties This is a first journey level position where the incumbent performs technics and analytical work of average difficulty and limited authority under the general and analytical work of average difficulty and limited authority under the general and analytical work of average difficulty and limited authority under the general control of the Housing Finance Officer and lead of the Housing Finance Officer of the State of California to achieve a drug-free state workplace. Equal Opportunity to all regarding of the Finance Forcial Finance Officer of the State of California to achieve a drug-free state workplace. Any applica	Number of Positions	One
Who Should Apply Under the conditates must have eligibility for State employment either by bein in a reachable rank on an employment list for this classification, or by havin transfer/reinstatement eligibility to this classification. Please state you eligibility for this vacancy in Section 12 of your application SROA/Surplus/Reemployment status applications. Section 12 of your application SROA/Surplus/Reemployment status application status to the application. Submit a standard State application form (resume may be attached) to: Lisa Bix/er California Housing Finance Agency P.O. Box 4034 Applications are available at the State Personnel Board's website a www.spb.ca.gov or by contacting CaliHFA. Please specify that you are interested in position #112 on your application. This is a first journey level position where the incumbent performs technicand analytical work of average difficulty and limited authority under the general supervision of the Housing Finance Officer and lead of the Housing Finance Officer. Found Opportunity to all part of the Housing Finance Officer and Lead of the Housing Finance Officer. Found Opportunity to all part of the Housing Finance Officer and Lead of the Housing Finance Officer. Found Opportunity to all part of the Housing Finance Officer. Found Opportunity to all part of the Housing Finance Officer. Found O	Questions?	
Who Should Apply Qualified candidates must have eligibility for State employment either by bein in a reachable rank on an employment list for this classification, or by havin transfer/reinstatement eligibility to this classification. Please state you eligibility for status to the application. How to Apply How to Apply Schorizer and leader to the state of the state application. Submit a standard State application form (resume may be attached) to: Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website a www.spb.ca.gov or by contacting Call+FA. Please specify that you are interested in position #112 on your application. This is a first journey level position where the incumbent performs technic and analytical work of average difficulty and limited authority under the general supervision of the Housing Finance Officer and lead of the Housing Finance Officer. Fequal Opportunity to all regardless of race, color, research of the Housing Finance Program (CHAP), Homeownership I Revitalization Areas Program (ECTP), Homeownership I Revitalization Areas Program (ECTP), Homeownership I Revitalizatio		
Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website a www.spb.ca.gov or by contacting CallHFA. Please specify that you ar interested in position #112 on your application. This is a first journey level position where the incumbent performs technical and analytical work of average difficulty and limited authority under the general supervision of the Housing Finance Officer and lead of the Housing Finance Officer and Indianal Finance I		Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
and analytical work of average difficulty and limited authority under the general supervision of the Housing Finance Officer and lead of the Housing Finance Officer and approval for purchase of single family mortgage loans for the following programs Call-IFA Housing Assistance Program (CHAP), High Cost Area Home Purchase Assistance Program (HCAP), California Homebuyer Downpayment Assistance Program (HRAP), Extra Credit Teacher Home Purchase Program (ECTP), HomeChoice and the School Facility Fe Down Payment Assistance Program (SFF). Additionally, incumbent ir responsible for all decisions on loan approvals, purchase approvals suspensions and/or rejections subject to the final approving authority of the Housing Finance Specialist or Housing Finance Officer. 30% Communicates and provides technical advice and assistance to Lenders, developers, homebuyers and other partie regarding the Agency's Homeownership Mortgage Loan Program and the various down payment assistance programs currently bein offered. Upon request will mail out general information packages Coordinates with Information Technology and Accounting on program administration and processing. 15% Researches and assists with the preparation of weekly, monthly an annual reports for management regarding Special Programs. Als assists with the monitoring and servicing for the SFF program and the ECTP, such as the recertification of borrowers requesting interes for giveness on their ECTP loans, and issuing payoffs and lien release for the SFF program. Responsible for assisting in the organizing of housing workshops to promote Homeownership Special Programs. Margin	How to Apply	Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify that you are interested in position #112 on your application.
Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. 50% Performs the underwriting, compliance review and approval for purchase of single family mortgage loans for the following program (CHDAP), High Cost Area Hom Purchase Assistance Program (CHDAP), Homeownership I Revitalization Areas Program (HIRAP), Extra Credit Teacher Hom Purchase Program (ECTP), HomeChoice and the School Facility Fe Down Payment Assistance Program (SFF). Additionally, incumbent responsible for all decisions on loan approvals, purchase approvals suspensions and/or rejections subject to the final approving authority of the Housing Finance Officer. Communicates and provides technical advice and assistance to Lenders, developers, homebuilders, homebuyers and other parties regarding the Agency's Homeownership Mortgage Loan Program and the various down payment assistance programs currently bein offered. Upon request will mail out general information packages Coordinates with Information Technology and Accounting on program and the proports for management regarding Special Programs. Als assists with the monitoring and servicing for the SFF program and the ECTP, such as the recertification of borrowers requesting interest forgiveness on their ECTP loans, and issuing payoffs and lien release for the SFF program. Responsible for assisting in the organizing of housing workshops to promote Homeownership Special Programs.	Duties	This is a first journey level position where the incumbent performs technical and analytical work of average difficulty and limited authority under the general supervision of the Housing Finance Officer and lead of the Housing Finance
	regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in	Performs the underwriting, compliance review and approval for purchase of single family mortgage loans for the following programs: CallHFA Housing Assistance Program (CHAP), High Cost Area Home Purchase Assistance Program (HiCAP), California Homebuyer's Downpayment Assistance Program (CHDAP), Homeownership In Revitalization Areas Program (HIRAP), Extra Credit Teacher Home Purchase Program (ECTP), HomeChoice and the School Facility Fee Down Payment Assistance Program (SFF). Additionally, incumbent is responsible for all decisions on loan approvals, purchase approvals, suspensions and/or rejections subject to the final approving authority of the Housing Finance Specialist or Housing Finance Officer. 30% Communicates and provides technical advice and assistance to Lenders, developers, homebuilders, homebuyers and other parties regarding the Agency's Homeownership Mortgage Loan Program and the various down payment assistance programs currently being offered. Upon request will mail out general information packages. Coordinates with Information Technology and Accounting on program administration and processing. 15% Researches and assists with the preparation of weekly, monthly and annual reports for management regarding Special Programs. Also assists with the monitoring and servicing for the SFF program and the ECTP, such as the recertification of borrowers requesting interest forgiveness on their ECTP loans, and issuing payoffs and lien releases for the SFF program. Responsible for assisting in the organizing of housing workshops to promote Homeownership Special Programs. Marginal Functions:

10/18/2006